



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road  
Bayfield, WI 54814  
Phone: 715-779-3700 Fax: 715-779-3704  
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### *Red Cliff Tribal Council*

## **JOB DESCRIPTION**

**POSITION:** Senior Accountant

**LOCATION:** Red Cliff Finance Office

**SUPERVISOR:** Chief Financial Officer

**SALARY:** Negotiable depending upon qualifications, plus benefits

### **THIS IS A FULL TIME NON-EXEMPT POSITION**

**JOB SUMMARY:** This position will perform General Ledger activities and cash flow management. This position is also responsible for oversight of recurring accounting functions.

### **DUTIES AND RESPONSIBILITIES:**

1. Maintain the General Ledger using MIP/NPS/ Accounting software.
2. Will be assigned to and responsible for financial oversight of programs designated as "Tribal" by the CFO.
3. Responsible for review and posting of prepared Journal Entries.
4. Responsible for monitoring Tribal bank accounts and daily cash management activities.
5. Review Grants and Contracts Master List monthly to ensure compliance with all reporting requirements.
6. Responsible for monitoring the Tribe's indirect cost program to ensure proper charges and recoveries.
7. Responsible for management of Tribal Internal Service Funds to include: Facilities Management; Fringe Cost Pool etc.
8. Prepare monthly Financial Status Report for CFO.
9. Assist CFO as needed.
10. Attend staff and other meetings, in-services, and events as directed by supervisor.
11. Participate in training activities to enhance knowledge of team skills, systems functionality etc.
12. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** Daily supervision of finance staff.

**KNOWLEDGE:** Knowledge of and sensitivity to Ojibwe culture and traditions.

**QUALIFICATIONS:**

1. B.S. degree – Accounting or Business Major
2. Minimum five years comprehensive experience in accounting (preferably some Tribal, non-profit or governmental).
3. Experience in computerized accounting systems, experience with Sage MIP is a plus.
4. Must possess strong analytical, numerical, reasoning and decision making abilities.
5. Must be able to work well in a team setting and possess problem and conflict resolution skills.
6. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

**PERSONAL CONTACTS:** Daily contact with funding agencies, tribal programs, customers etc.

**PHYSICAL REQUIREMENTS:** The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead storage. Weights to be carried are usually less than 25 pounds.

**WORK ENVIRONMENT:** Work setting must be maintained as a clean, nonsmoking, well-ventilated area in compliance with all applicable safety regulations. The Tribe observes a total of 12 paid holidays.

**TRAVEL REQUIREMENTS:** Will be required to attend training and meetings both in state and out of state. Attend Tribal Council meetings as directed.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**This job description is subject to change at employer's discretion, after consultation with the employee.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.

3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE: October 10, 2017**

**DEADLINE: October 24, 2017 @ 4:00 pm**

**FOR FURTHER INFORMATION CONTACT:**

**Red Cliff Tribe**

**Human Resources Department**

**88455 Pike Road**

**Bayfield, WI 54814**

**[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)**

**[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)**

**(715) 779-3700 4268**

**THE RED CLIFF TRIBAL COUNCIL HAS A DRUG FREE WORK PLACE POLICY AND ADHERES TO THE INTENT OF THE DRUG FREE WORK PLACE ACT. ALL NEW HIRES ARE SUBJECT TO A DRUG TEST PRIOR TO STARTING.**

**ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE**

**TRIBAL EMPLOYEE BENEFITS PACKAGE**

**THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:**

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.

6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 13 paid holidays.